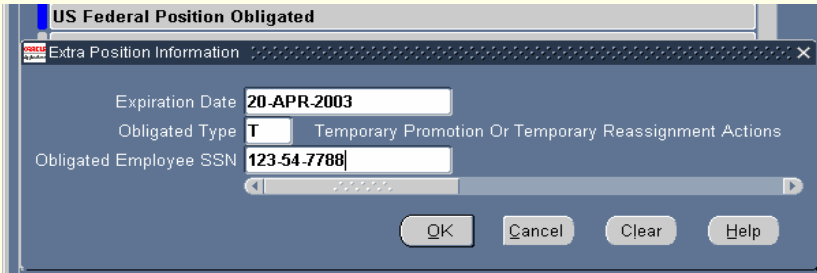


## OBLIGATING POSITIONS

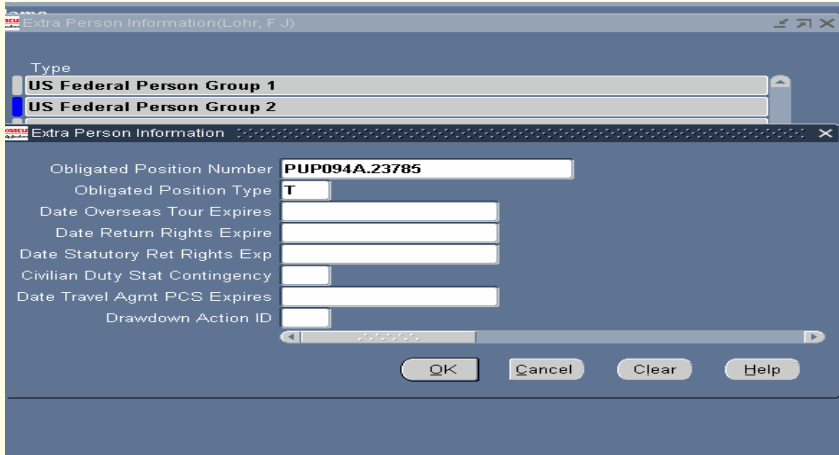
(How to obligate position in person record and position record)

- When an employee is placed on a temporary action, their permanent position must be obligated to them NTE 1 day after the temporary action is due to expire.
  - If a change to lower grade is processed before the NTE date of the promotion expires, you will have to manually unobligate the permanent position after the CLG consummates. **Date track to the effective of the change to lower grade BEFORE unobligating the permanent position.**
  - If a temporary promotion is processed on top of another temporary promotion without a break, the system will automatically obligate the 1<sup>st</sup> temporary promotion position. You will need to manually unobligate the temporary position and then obligate the employee's permanent position. **Date track to the effective of the 2<sup>nd</sup> temporary promotion BEFORE unobligating and obligating the positions.**
- ❖ **OBLIGATED INFORMATION IN BOTH THE POSITION AND PEOPLE – ENTER & MAINTAIN AREAS MUST BE UPDATED.**

➤ **OBLIGATING POSITIONS:**

STEP	ACTION
1	From the Navigation List, click on <b>Work Structures-&gt;Position-&gt;Description</b> <Open>.
2	The Position Window displays. Query the permanent position that needs to be obligated.
3	Date track to the appropriate effective date.
4	Click the <b>&lt;Others&gt;</b> button. Then hit the 'N' key on your keyboard for 'Navy' when the List of Value screen displays.
5	Click on <b>US Federal Position Obligated</b> and then click in the Details area.
6	<p>When the Obligation window displays, you will need to complete the following:</p> <ul style="list-style-type: none"> <li>• Expiration Date - should be 1 day after the NTE of the temporary action</li> <li>• Obligated Type – should be a 'T' for 'Temp Prom or Temp Reass Actions'.</li> <li>• Obligated Employee SSN - enter SSN</li> </ul> 
7	Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> the changes made. Exit and return to the main Position window.
8	Click on the <b>&lt;Validate&gt;</b> button to validate the position.

➤ **UPDATING OBLIGATED POSITION INFORMATION IN PEOPLE – ENTER & MAINTAIN:**

STEP	ACTION
1	From the Navigation List, click on <b>People</b> → <b>Enter &amp; Maintain</b> <Open>.
2	The Find Person Window displays. Type in the employee's name or SSN. Click <Find>. The Main People screen displays.
3	Click on the <Extra Information> button.
4	Query <b>US Federal Person Group 2</b> and then click in the <b>Details</b> area.
5	<p>When the window displays, complete the following</p> <p><b>Obligated Position Number</b> - This number is the core Position # and the sequence number separated by a period. (<b>Example:</b> E7062.17715)</p> <p><b>Obligated Position Type</b> - should be a 'T'.</p> 
6	Click <OK> and <Save> the changes.
7	Exit to return to the Main Navigation Window.